

Appendix K

UNIT MOVEMENT OFFICER (UMO) RESPONSIBILITIES AND CHECKLIST

K-1. The UMO is the commander's appointed representative and assists the commander in preparing the unit for movement. The UMO must know the unit's mission and the commander's intent when preparing the unit for movement, so appropriate coordination, planning, and execution can take place. The UMO assembles and maintains unit movement plans and documentation, readies the unit for movement, creates the unit's equipment list, and supervises the outload of the unit.

K-2. Unit movement personnel must prepare for any contingency. Detailed unit movement planning, coordination, training and testing the plan and efficient execution of the unit move are vital for successful deployment. Many variables may require changes to plans and data, so the UMO must be technically proficient to meet the changing demands.

K-3. UMO proficiency will not only enhance unit readiness, but expedite response time in a crisis that is critical to project the proper force. The UMO must focus on thorough planning, coordination, training, and execution of unit deployment procedures. The following are the functions of an UMO:

RESPONSIBILITIES OF BOTH BATTALION AND COMPANY UMOs

K-4. In addition to the broad duties described above, both the battalion and company UMOs responsibilities include:

- Planning convoy movements.
- Requesting commercial and military transportation.
- Coordinating with higher HQ and support activities for unit movements.
- Coordinating logistical support for the move.
- Coordinating with the A/DAGC and TALCE at the APOE and APOD.
- Coordinating with MTMC or MTMC representatives at the SPOE and SPOD.
- Transporting of the units' organic equipment and cargo.
- Establishing and training unit loading teams.
- Obtaining 463L pallets, containers; and blocking, bracing, packing, crating, and tie-down (BBPCT) materials.
- Ensuring all cargo is properly labeled with either MSLs or AIT tags.
- Ensuring all containers have working AIT tags.
- Identifying, labeling, segregating, documenting, and moving HAZMAT peculiar to the unit.
- Ensuring the unit has personnel who are authorized to certify HAZMATs.
- Preparing required customs documents.
- Conducting rail load safety briefings.

RESPONSIBILITIES OF COMPANY UMO

K-5. The Company UMO has the following responsibilities:

- Use TC-AIMS II to prepare and maintain documentation needed for unit movements. This includes maintaining the unit's movement data, from which the organizational equipment list (OEL) is generated, and creating and processing the unit deployment list (UDL). The OEL and UDL include equipment, personnel, and supplies. The company UDLs are passed to the battalion where they are merged into a battalion UDL.
- Prepare the company unit movement plans.
- Supervise the execution of the movement plans on order.
- Train unit load teams.
- Supervise preparation of unit load plans (air and vehicle load plans).
- Maintain on file approved copies of all unit load plans (air and vehicle load plans).
- Use TC-AIMS II to prepare convoy clearance requests and special hauling requests.
- Ensure packing lists are prepared for containers.
- Ensure unit personnel authorized to handle and certify hazardous materials are available.
- Ensure convoy vehicles are properly marked.
- Assist in preparation of unit passenger and cargo manifests. Inspect manifests for accuracy.

K-6. Unit UMOs often maintain movement binders. Movement binders normally include items such as appointment orders training certificates, recall rosters, current OEL; and copies of load cards, packing lists, transportation requests, convoy movement requests, special handling permits, and BBPCT requirements. Suggested items to be included in movement binders are in Appendix I.

RESPONSIBILITIES OF BATTALION UMOs

K-7. The Battalion UMO have the following responsibilities:

- Prepare the battalion unit movement plans.
- Supervise in the preparation of the company unit movement plans.
- Prepare recommendations as appropriate to enhance movement planning and execution.
- Train subordinate UMOs in duties and responsibilities of movement planning.
- Use TC-AIMS II to consolidate company UDLs and pass the battalion UDL to the brigade.
- Use TC-AIMS II to create military shipping labels (MSL) and automatic identification technology (AIT) tags.
- Use TC-AIMS II to create and submit convoy documentation.
- Create air load plans using AALPS.
- Identify supercargoes and railguards. (See appendix A.)
- Create commercial and military transportation documentation.

PROCESSES WITH WHICH THE UMO MUST BE FAMILIAR

K-8. Both the battalion and the company UMO should be familiar with the following:

- Roles and duties of the UMO and UMC.
- Preparing and maintaining unit movement plans.
- Air Force and Army airlift operations.
- Transportability of the unit's organic equipment.
- Characteristics and capabilities of the types of vessels, aircraft or railcars the unit may use to deploy.
- Highway, rail, and port operations.
- Procedures for requesting commercial transportation.
- Preparation and maintenance of the OEL and other documentation needed for unit movements.
- OEL reporting requirements.
- Movement of hazardous material.
- Internal vehicle load planning.
- Blocking, bracing, packing, crating and tiedown requirements for unit equipment.
- Palletization and containerization requirements for unit equipment.
- Cargo palletization procedures.
- Procedures for securing unit equipment on railcars.
- Procedures for securing vehicles in an aircraft.
- Unit equipment preparation and documentation for all modes of transportation.
- Creating unit load plans for air and vehicles.
- Customs documentation.
- Unit radio frequency (RF) tag and military shipping label (MSL) requirements.

COMMANDER'S UMO CHECKLIST

K-9. The following is an example of a Commander's UMO Checklist:

COMMANDER'S UMO CHECKLIST			
	YES	NO	NA
• Have a UMO and alternate been appointed?			
• Does the unit have the required publications to support unit movement planning?			
• Does the unit have an approved exercise, mobilization (RC only), and deployment (AC/RC) movement plan? (USAR MSC/STARC/installation approved)			
• Has the unit movement plan been prepared?			
• Has the UMO reviewed unit plans to ensure that they conform to directives of higher headquarters?			
• Does the unit have established procedures for the following:			
– Identifying, loading, certifying, and transporting hazardous cargo?			
– Marking of vehicles for convoy movement?			
– Loading and unloading of vehicles?			
– En route maintenance during convoy movement?			
• Have SOPs been reviewed and staffed to ensure conformity to regulations?			
• Does the unit movement plan address the following:			
– Movement of the advance detachment to the POE, if required?			
– Movement of the main body?			
– Movement of MTOE/CTA equipment from point of origin?			
• Does the unit have the most current OEL report data?			
• For units with organic vehicles, have load plans been completed for each loaded vehicle and trailer?			
• For units with equipment that cannot be transported organically, has a request for commercial transportation been submitted?			
• Has BBPCT material been considered, requirements identified, sources identified, and coordination made?			
• Have unit load teams been identified and trained?			
• For unit convoys, have convoy requirements been identified, appropriate coordination accomplished, and forms completed?			
• Has the unit identified, properly loaded, and certified hazardous cargo for movement?			
• Has the unit properly marked vehicles for convoy movement?			